

Programme Manager

Role	Programme Manager
Reporting to	Director
Salary band	£37.5 - 45K depending on experience (pro-rata)
Contract	Permanent, full-time (part-time position negotiable)
Start	July 2021
Location	Working from home and our London / Kent offices
Annual leave	30 days annual leave (pro-rata if part-time) plus statutory holidays
Application deadline	Noon Tuesday 1st June 2021

About Design South East

Design South East is a not-for-profit organisation, working across London and the south east to help create well designed places which are resilient, healthy and sustainable. We believe that good design is fundamental to quality of life. Our work is led and managed by a small team and supported by an expert network of more than 200 professionals and specialist contributors. More information can be found on our [website](#).

About the role

An exciting new opportunity has arisen for an enthusiastic individual to join our team, to manage and deliver our programmes for local authority clients and their stakeholders, improving their capacity to shape the future of their places.

This is an exciting moment to join our organisation as local authorities navigate the challenges of delivering affordable housing and addressing climate change. We are seeking an experienced built environment professional who can help deliver that programme through a combination of training, design advice and the planning and facilitation of workshops and charrettes. You will be involved with every scale of development and with all stages of the planning process. You will be working at the interface between public and private sectors and helping us improve the quality of the built environment through the practical application of evidence, knowledge, and best practice.

Roles and responsibilities

- Curating and project managing our learning programmes that build skills and capacity;
- Facilitating and delivering learning events to enable practical application;
- Facilitating stakeholder workshops and co-design charrettes to support democratic planning processes;
- Managing key client relationships;
- Project and team management;
- Managing learning programme budgets and contracts;
- Measuring and monitoring impact to ensure delivery of maximum value and delivering annual reviews to clients;
- Producing take away notes and learning session outputs to disseminate knowledge;
- Planning and managing design review panels;
- Writing and editing high-quality reports for a variety of audiences;
- Supporting senior colleagues to identify and approach new clients.

Key requirements

You will be passionate about design and will be driven to work in the public interest to make a real impact on the quality of the places people live and work.

Personal attributes

- A keen interest in current industry best practice and thought leadership,
- A passion for knowledge sharing and teaching,
- Highly motivated and a self-starter, with a willingness to take ownership,
- Confidence working with a range of stakeholders,
- Readiness to solve problems and identify appropriate solutions,
- Excellent communication skills,
- Sensitivity to complex political environments.

Qualifications and experience

- A built environment professional, working in planning, design or policy,
- A qualification in a discipline such as urban design, architecture, landscape architecture, conservation or planning,
- At least 3 years' professional experience,
- A good knowledge of key issues relating to planning legislation and policy and the operation of local government,
- Experience of delivering learning and engagement workshops,
- Strong organisational skills, attention to detail and an ability to think strategically, from detail to big picture,
- Excellent writing skills, with the ability to synthesise complex information,
- Confidence in public speaking, leading events and delivering training and presentations,
- Experience of client relationship management.

How to apply

Please send the following to Kate: kate@designsoutheast.org

- a covering letter explaining why you are perfect for this role,
- an up-to-date CV (max 2 pages of A4).

The deadline for applications is 12.00 noon Tuesday 1st June 2021

Interviews are scheduled for w/c 7th June 2021. A written communication exercise will form part of the interview.

If, having read this pack, you require an informal conversation about the role please email Chris, Director at DSE - chris@designsoutheast.org

Equal opportunities

DSE is committed to equal opportunities, and we value the diversity of perspectives that people from different backgrounds bring to our work. We positively encourage applications from eligible candidates regardless of age, disability, gender identification, ethnicity, marital status, pregnancy and maternity, race, religion or belief or sexual orientation. We are a very busy organisation so we cannot give individual feedback on unsuccessful applications.